



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
CINCINNATI, OHIO 45268-7001

September 9, 2004

**MEMORANDUM**

**SUBJECT:** Request for Proposals (RFP) PR-CI-04-11127

**FROM:** Billy J. Oden  
Contracting Officer

**TO:** Prospective Offerors

Enclosed is the subject RFP, covering providing and installing a new closed circuit television system and outdoor air protection at the USEPA, National Health and Environmental Effects Research Laboratory, 9311 Groh Road, Grosse Ile, MI.

Please direct all **QUESTIONS** pertaining to this solicitation to Billy Oden, Contracting Officer, Telephone (513) 487-2126 or FAX (513) 487-2107.

**SITE VISITS** can be arranged by contacting John Filkins, 734-692-7600.

This solicitation shall result in a single award.

Proposals are due to the specified offices not later than the scheduled closing time identified in Block 13 on page 1 of the Standard Form 1442. **See the Section L provision entitled "ADDRESS OFFER TO" for correct mailing addresses.**

To ensure the submission of complete proposals, please pay particular attention to the following:

1. Have you completed Blocks 14, 15, 16, 17, 19, 20A, 20B, and 20C on page 2 of the Standard Form 1442? Are all items and amounts included? Have you acknowledged, on the SF-1442, receipt of all amendments (if any) issued to the RFP?
2. Have you signed your proposal ( Block 20B on Page 2 of the Standard Form 1442), and submitted the proposal to the addresses identified in the Section L provision **"ADDRESS OFFER TO"**?
3. Have you entered your total proposed price as instructed in clause B.1, **"IDENTIFICATION OF SERVICES AND PRICE"**?
4. Have you provided the information as instructed in provision L.15, **"PROPOSAL INSTRUCTIONS"**?

5. Have you included the information required by provision L.2, “***DATA UNIVERSAL NUMBERING SYSTEM NUMBER***”?
6. Does your proposal include a signed copy of all Representations and Certifications in Section K entitled, “Representations and Certifications and Other Statements of Offerors”?
7. If the offeror has not registered in the Government’s Central Contractor Registration system, it must do so before it can receive a contract award. Offerors may obtain information on registration via the internet at <http://www.ccr.gov> or call 1-888-227-2423.